System Administration System Administration

# **System Administration**

This section explains the Maintenance and Control Functions reserved for the system administrator.

#### **Maintenance Functions**

The Maintenance Functions enable the system administrator to do the following:

- Defining System Defaults
- Defining a User
- Copying Users from Natural Security
- Defining a Calendar
- Defining a Physical Printer

#### **Control Functions**

The Control Functions enable the system administrator to control the Monitor tasks, start the Archiving, Reviving and Condense tasks manually and transfer entities from one system file to another.

- Monitor Start/Close
- Start Archiving Task
- Start Reviving Task
- Start Condense Task
- Using NOP To Schedule NOM Jobs
- Long Records

### To select the System Administration Menu

• Enter 8 in the command line of the Main Menu and press Enter.

The System Administration Menu appears.

```
11:12:22
                       **** Entire Output Management ****
                                                                      13/01/1999
 User ID GHH
                           - System Administration -
 Maintenance Functions
    1 System Defaults
    2 Users
    3 Copy NATURAL SECURITY Users
    4 Calendars
    5 Physical Printers
  Control Functions
    6 Monitor Start/Close
    7 Start Archiving Task
    8 Start Reviving Task
    9 Start Condense Task
   10 Transfer Entity
Please select option.
Command => _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  Exit Flip
      Help
```

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## ► To access the functions from the System Administration Menu

• Type their number in the command line and press Enter.